

## Hand-arm Vibration (HAV) Policy

### About Bisley

The Bisley Office Furniture Group conducts its business from its manufacturing site at Newport in South Wales, Bagshot in Surrey and the showrooms located in Dallington Street, London and the Calico Building, Manchester. Bisley is a UK manufacturer of a wide range of steel storage products predominantly for the business workplace, with ranges designed for those working from home for both the UK and international markets. Bisley also manufactures industrial storage products designed for use in heavy engineering environments for both the commercial and private sectors.

### HAV Policy Statement and Principles

Bisley recognises that there is a need to reduce prolonged and regular use of high level vibration hand-held tools and that effective controls are required to minimise the risk of injury to employees.

It is important that all reasonably practicable steps are taken to achieve this minimisation and for the Company to comply with its statutory duty to minimise the risk of exposure to its employees.

### Aims

The aims of this Policy are to:

- Communicate and promote Bisley commitment to minimise the risks to employees from vibration.
- Ensure that adequate information is provided to all necessary employees.
- Ensure suitable and sufficient assessments of risk from vibration are undertaken and reviewed regularly.
- Ensure that equipment which presents the least risk to users, taking vibration into account is purchased whilst complying with other Health and Safety policies.
- Aid in the evaluation of potentially hazardous situations.

### Hand-Arm Vibration Syndrome

Hand-Arm Vibration (HAV) is vibration transmitted from work equipment into employees' hands and arms. It can be caused by operating hand-held power tools, hand guided equipment, or when holding materials being processed by machinery.

Regular exposure to high levels of vibration can lead to permanent injuries to hands and arms, referred to as Hand- Arm Vibration Syndrome (HAVS). Diseases which are caused by regular exposure to HAV include:

- Vibration white finger.
- Carpel tunnel syndrome.

- Permanent and painful numbness and tingling in the hands and arms.
- Painful joints and muscle weakening.
- Damage to bones in the hands and arms.

## Strategy

A strategy for reducing levels of vibration will be established and incorporated within specific guidance notes. This strategy will include the undertaking of risk assessments by competent persons, leading to the introduction of control measures to eliminate or minimise the risks.

## Information, Instruction and Training

Employees identified at risk from HAVS and their managers will be provided with suitable information, instruction and training, where applicable, in order to raise awareness, manage risk and to encourage the reporting of HAVS symptoms.

## Health Surveillance

Potential new employees, who are likely to be exposed, or have been exposed to vibration at work, will undergo health surveillance. This assessment will also establish the baseline for further routine programmed health surveillance. All existing employees, identified during risk assessment as being exposed to vibration, will complete the Company health surveillance questionnaire and an appointment with an occupational Health nurse will be arranged to set the baseline for future health surveillance.

Any employee reporting HAVS symptoms will be immediately referred for assessment to the Occupational Health service provider.

Annual health surveillance will be undertaken when:

- Individuals are using tools known to cause HAVS.
- Existing cases of HAVS are present in the workplace.
- Use of vibrating equipment causes HAVS symptoms.
- There is regular exposure to vibration exceeding 2.5m/s<sup>2</sup> A(8).

## Policy Implementation and Responsibilities

1. The implementation of this policy will be achieved through specific guidance issued by the Health, Safety and Environmental manager following consultation with Business Unit Managers.
2. Where employees are exposed to risks involving vibration equipment, then specific guidance shall be used to reduce levels of vibration as far as is reasonably practicable.
3. Management, supervision and employees will be provided with information and instruction in order that they may recognise and subsequently minimize vibration risks. Management and supervision will ensure that the HAV policy and its guidance are implemented within their business units.
4. Directors are responsible for ensuring that suitable assessments have been produced to identify vibration risk and that all necessary control measures identified through the risk assessment process have been implemented.
5. The manufacturers' vibration data for all equipment used within the Company, which may pose a vibration risk to employees will be stored and made accessible. Managers shall ensure that all vibrating equipment or processes are suitably maintained in order to reduce or maintain the lowest levels of vibration.
6. Employees shall notify their line manager of failings, which may exacerbate the risk of HAVS.

## Purchasing Policy

Purchasing vibrating equipment shall be through maintenance procurement only to ensure that equipment which presents the lowest vibration risk to users, whilst complying with Bisley's other health and safety policies, is purchased.

## Risk Assessment

1. Assessment of all equipment identified as potentially hazardous due to vibration will be evaluated via either the manufacturers' data or by vibration assessments carried out by a competent person.
2. Vibration assessments will be carried out in accordance with "L140 Hand-Arm Vibration", or their subsequent replacement.
3. Managers shall ensure that all equipment with the potential to cause HAVS is risk assessed.

## Reporting

All suspected HAVS shall be reported to the Health, Safety and Environmental team. The Health, Safety and Environmental Manager will ensure that all relevant cases of HAVS are reported to the Health and Safety Executive as required by the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)'.

## Vibration Exposure Times

Managers shall ensure that employees do not exceed maximum vibration exposure times identified through the vibration risk assessment.

## Reviewing of Policy

This policy will be reviewed every two years, or at such times as changes deem it to be necessary.

## References/Related Documents

The HSE publish a leaflet on HAVS which is a good general information source for employees. Reference INDG296 (rev2) Health risks from hand-arm vibration for employees and the self-employed (HSE 2014)  
<http://www.hse.gov.uk/pubns/indg296.htm>

Management of Health and Safety at Work Regulations 1999 The Control of Vibration at Work Regulations 2005 Handarm vibration at work: A brief guide. Reference INDG147(REV3)  
<http://www.hse.gov.uk/pubns/indg175.htm>

*R Costin*

Signed .....

Richard Costin  
Chief Executive

Date 1<sup>st</sup> August 2024